

Building a Tribal Solid Waste Program		Recommended Phases and Activities to Consider	Primary Tool: Tribal Decision Maker's Guide to Solid Waste Management
Phase I	Phase II	Phase III	On-Going
Engage Tribal Leaders and the Community Tools: Tribal Decision Maker's Guide to Solid Waste Management Create a Solid Waste Committee <ul style="list-style-type: none"> Ask elders, youth, tribal staff, council members, and others to participate Establish regular meetings Task committee with asking the community about solid waste <ul style="list-style-type: none"> How do people feel about waste? What do they want in a waste program? What are their top priorities and biggest problems? What are people concerned about? Are there past surveys, reports or other information to use as a resource? Develop an Integrated Solid Waste Management Plan Tools: Tribal Decision Maker's Guide to Solid Waste Management EPA Tribal Waste Journal – What is an Integrated Waste Management Plan? TSWAN Solid Waste Planning Template Zender Environmental Health Alaska Solid Waste Planning Template Tribal Solid Waste Costing Tool	Conduct Feasibility Studies and Facility Planning Tools: Tribal Decision Maker's Guide to Solid Waste Management Tribal Solid Waste Costing Tool Waste Transfer Stations: A Manual for Decision Making Site Specific Flexibility Requests for Municipal Solid Waste Landfills in Indian Country Evaluate the feasibility of building and operating programs and facilities <ul style="list-style-type: none"> What would it take to get a collection, recycling, and/or composting program up and running? What would it take to build and operate a transfer station, or landfill? What kind of equipment is needed? How many staff needed to keep the system running efficiently? How much would the tribe have to charge for collection and/or tipping fee to cover O & M? How much is the tribe able to subsidize? Select Preferred Waste Alternative(s) <ul style="list-style-type: none"> Work with the Solid Waste Committee and community members to recommend a waste alternative(s) Obtain Tribal Council approval for preferred alternative(s) Include pollution prevention and minimizing waste in the overall approach. 	Implement Plan Tools: Tribal Decision Maker's Guide to Solid Waste Management Tribal Solid Waste Costing Tool Tribal Waste Journal – Composting Tribal Waste Journal – Construction and Demolition Debris EPA Developing an Abandoned Vehicle Program for Tribal Governments ADEC Solid Waste Procedures Manual for Municipal Class III Solid Waste Landfills Establish fee structure <ul style="list-style-type: none"> Calculate total costs to operate system – including O&M, capital costs and contingencies Calculate revenues from solid waste program go back into solid waste program How much will the tribe subsidize? Calculate fees based on expected costs, revenues and subsidies Consider collection fees (monthly, pay as you throw, etc), tipping fees, other fees. Consider bundling utilities fees together (water, sewer, solid waste) Develop key programs <ul style="list-style-type: none"> Waste collection program Household hazardous waste program Recycling program Backhaul program Used oil collection program Junk vehicle program 	Funding Tools: Tribal Solid Waste Costing Tool Region 10 IGAP Web Page R 10 Solid Waste Web Page Work toward sustainable funding <ul style="list-style-type: none"> Establish fees – see Phase III Apply for grants - consider including solid waste implementation in GAP workplan Consider loans Look into public/private partnerships or other cost-sharing arrangements Work with IHS on establishing Sanitation Deficiency System solid waste projects Subsidize system where needed Educate Community Members Tools: Tribal Decision Maker's Guide to Solid Waste Management Engage kids and elders to spread the word <ul style="list-style-type: none"> Reach out to kids at school - start a school recycling or composting program to get kids involved Host community clean ups, gatherings, and events Include education on waste minimization, recycling, composting, burning, dumping Mapping, Tracking and Evaluation Tools: Open Dump Form (PDF) and Open Dump Guide (PDF) Free GIS Software for Tribes

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<i>Research your community and local environment</i> <ul style="list-style-type: none"> Understand your community, population, geography, economy, and geology. Consult other planning documents Interview tribal planners, natural resources staff, and scientists <i>Do a waste assessment</i> <ul style="list-style-type: none"> What waste types are generated on the reservation or in the community? How much waste is generated and from where? Include tribal government offices, businesses, and casino/event facilities Use tools in planning templates to make the waste assessment job easier Consider calling an EPA or TSWAN circuit rider for help <i>Evaluate the current solid waste system</i> <ul style="list-style-type: none"> How is waste managed? Is there burning? Dumping? Recycling? What are the biggest problems? What is being done to prevent waste? What is working? What is not working? <i>Assess waste options and recommend best options</i> <ul style="list-style-type: none"> What are the possibilities? What options protect the health of the community? What options protect the air and water? What is affordable and sustainable? Recommend best options 	<ul style="list-style-type: none"> Document the reasons why a waste alternative is selected. Keep other alternatives in the wings in case new information comes to light or barriers get in the way of the preferred alternative. Create Open Dump Inventory Tools: Open Dump Form (PDF) and Open Dump Guide (PDF) Locate dump sites <ul style="list-style-type: none"> GPS latitude and longitude for each dump Estimate the size of the site and the volume of waste on the surface Assess the contents and types of waste Estimate distance to nearest homes, surface water, and depth to groundwater Look at access controls. Are wastes burned? How often? Is cover material used? Take pictures of the site and waste present Consider sharing dump inventory with EPA and Indian Health Service – to be a part of the national dump inventory Develop Waste Enforcement Program Tools: Tribal Decision Maker's Guide to Solid Waste Management Model Tribal Solid Waste Disposal Ordinance – National Indian Justice Center	<ul style="list-style-type: none"> Bulk waste/appliance program Composting program Obtain needed land-use and construction permits <ul style="list-style-type: none"> Work with EPA on site-specific flexibility for landfills In Alaskan villages, work with ADEC on landfill siting and permitting Site and construct new facilities <ul style="list-style-type: none"> Drop boxes Transfer station Landfill Recycling/household haz waste shed Improve existing facilities <ul style="list-style-type: none"> Focus on site management, access, monitoring, waste separation Ensure equipment is the right size and reliable Establish equipment maintenance schedule Clean Up and Close Open Dumps Tools: EPA Tribal Waste Journal – Prevent Illegal Dumping Illegal Dumping Prevention Guidebook Technical Advice for Cleanup of Accumulated Waste Sites Waste Management Index - Part 1 Dump/Landfill O&M (PDF) Waste Management Index - Part 2 Waste	Map and track critical points and routes <ul style="list-style-type: none"> Locate latitude and longitude of facilities and dump sites Track inspections and violations Locate and optimize collection routes Map key points and routes Keep and maintain records on dump site cleanups - cost, location, date, waste amount, waste types, monitoring plan. Identify patterns, behaviors through mapping and analysis of dumping Staffing Tools: Training course list is not exhaustive – if you want your training course listed, contact EPA Region 10 Tribal Solid and Hazardous Waste Team Solid Waste Training - ITEP Solid Waste Training - TSWAN Solid Waste Training – USDA and Zender Environmental Health Solid Waste Training – Alaska Forum Solid Waste Training – IHS ADEC Solid Waste Procedures Manual for Municipal Class III Solid Waste Landfills Waste Management Index - Part 1 Dump/Landfill O&M (PDF) Waste Management Index - Part 2 Waste Separation, Staging, Recycling, Backhauling (PDF)	

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<p><i>Funding and sustainability</i> How will tribe pay for the system?</p> <ul style="list-style-type: none">• Evaluate costs of recommended options• Include capital costs and on-going operations and maintenance costs• Equipment and labor costs• Closure and post-closure care costs• Propose a fee structure• Estimate revenue to be generated• Estimate tribal subsidies and other sources of funding <p><i>Obtain Tribal Council approval of plan</i></p> <ul style="list-style-type: none">• This is usually a tribal council resolution• Approval is seen as commitment to work to implement the solid waste plan• A plan can become a living document, being revised and edited as conditions and goals change. Getting approval of the plan and subsequent revisions can be a good way to keep leaders informed and invested in the process of safe waste management.	<p><i>Develop codes and ordinances - fees, penalties</i></p> <ul style="list-style-type: none">• Obtain Tribal Council support and approval• Partner with tribal police, natural resources staff, tribal housing authority, county, city or other jurisdictions• Work together to respond to and resolve complaints in a timely and effective way• Work with EPA on inspections, compliance assistance, and enforcement on illegal open dumping and waste burning, where applicable• Monitor waste dumping sites on a schedule• Fine violators where possible• Publicize successes – post signs, send out flyers, notices, write newspaper articles, etc. <p><i>Maintain partnerships and support</i></p> <ul style="list-style-type: none">• Host regular meetings to keep key departments and staff in touch• Provide training sessions to key staff• Create incentives for working together• Keep leaders informed about the program and successes• Make the general public aware of the efforts and the health and environmental results of the work	<p><u>Separation, Staging, Recycling, Backhauling (PDF)</u></p> <p><i>Prepare and train staff</i></p> <ul style="list-style-type: none">• Purchase personal protective equipment• Train staff on hazards/safety• Call in the State Patrol or EPA Emergency Response Program if site appears hazardous or dangerous <p><i>Obtain needed equipment</i></p> <ul style="list-style-type: none">• Consider alternatives - rent, loan, purchase <p><i>Clean and maintain sites</i></p> <ul style="list-style-type: none">• Separate and sort waste for recycling, backhaul, proper disposal• Transport waste to permitted landfill/recycling center• Monitor and pick up waste promptly - partner with natural resources staff, tribal police, and other field personnel.• Use signs, lighting, barriers, landscaping, murals, beneficial use, cameras• Educate to community• Share dump closure info with EPA and for Alaskan villages, ADEC.• Includes location of dump, date closed or cleaned up, volume of waste, etc.	<p><u>Waste Burning Index (PDF)</u></p> <p><i>Hire and train management and staff</i></p> <ul style="list-style-type: none">• Hire solid waste manager• Provide manager with planning, code writing, and administration training• Hire landfill operators, transfer station operators, heavy equipment experts• Ensure staff have adequate PPE and health and safety training• Obtain training to operate facilities – landfill operator training, transfer station operator training• Instruct staff on safe and legal burning practices• Provide guidelines and training to staff on weighing and monitoring loads• Ensure staff have training on maintaining heavy equipment <p><i>Ensure management and staff stay up-to-date on latest developments in solid waste</i></p> <ul style="list-style-type: none">• Provide refresher training periodically• Consider joining a group such as the Solid Waste Alaska Network or the Tribal Solid Waste Advisory Network to work with and learn from peers		